

# Quotation Request //

## US Government Printing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:344-001**

### Quotations are Due By:

(Eastern Time)10:00 AM on 08/08/2008

Submit Fax Quotes to:00000000

**Contractors must provide mandatory taxpayer information before GPO makes payment.**

Please see special notice on <http://contractorconnect.gpo.gov/>.

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**TITLE:** Information for USPTO Employees

**QUANTITY:** 11000 pamphlets, plus 32 QARCS.

**TRIM SIZE:** Overall 5-1/2 x 9-3/4"

See below for further breakdown.

**PAGES:** 26 pages

### **SCHEDULE:**

Furnished Material will be available for pickup by 08/08/2008

Deliver complete (to arrive at destination) by 08/22/2008

F.O.B. destination

**QUALITY LEVEL:** 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

### **DESCRIPTION:**

This publication is to be constructed as a step tabbed flip chart with blue plastic spiral binding at top.

Pamphlet is circle folioed 1-26 with no blanks. Pamphlet prints 4 -color process images, builds of the process colors plus line matter reversing out to appear white. Bleeds uncommon on all the pages at the left and right. Bleeds common on all pages at the head and foot. After printing coat face and back of all pages with clear non-yellowing varnish.

There are 12 tabs, each measures approx. 5-1/2" in width and vary in length from 5" to a maximum of 9-3/4".

Contractor must ensure that the title of each tab is clearly visible under each preceeding tab.

**MATERIAL FURNISHED:** Contractor to pick up at GPO. One CD-R generated on an IBM with Windows XP, using Adobe In Design CS3, and Adobe Photoshop 6.0. Files are in Native Format. Fonts and screens are furnished. GPO 952 form. One previously printed sample as a visual/construction guide.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule. In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* L12, No. 2 Coated Cover, White Gloss-Finish, Basis Size 20 X 26" Basis Weight 12 pt.

### **COLOR OF INK:**

Four color process plus gloss varnish.

**PRINT PAGE:** Head to Foot

**MARGINS:**

Bleeds. See electronic file.

**PROOFS:**

One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi for pamphlet. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Contractor must provide in addition to Proofs, a sample showing proper positioning of each tab when collated.

Deliver proofs together with the furnished media (copy, transparencies, electronic files) directly to: USPTO, OCS/PPSB, 551 John Carlyle Street, Room 1A21, Alexandria, VA 22314. Phone Calvin Holloway, 571-272-6251.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than 2 workdays from receipt in the department to when they are made available for pickup at the department.

The contractor must not print prior to receipt of an "OK to print."

**BINDING:**

Trim book flush on the head, left and right. Punch book suitably on the top(bind) 5-1/2 " side and insert contractor furnished Blue spiral plastic binding of suitable capacity.

Circle Folios 1/2: 5-1/2 x 5"  
Circle Folios 3/4: 5-1/2 x 5-3/8"  
Circle Folios 5/6: 5-1/2 x 5-3/4"  
Circle Folios 7/8: 5-1/2 x 6-1/8"  
Circle Folios 9/10: 5-1/2 x 6-1/2"  
Circle Folios 11/12: 5-1/2 x 6-15/16"  
Circle Folios 13/14: 5-1/2 x 7-5/8"  
Circle Folios 15/16: 5-1/2 x 7-3/4"  
Circle Folios 17/18: 5-1/2 x 8-1/8"  
Circle Folios 19/20: 5-1/2 x 8-1/2"  
Circle Folios 21/22: 5-1/2 x 8-15/16"

Circle Folios 23/24:5-1/2 x 9-5/15"

Circle Folios 25/26:5-1/2 x 9-3/4"

**PACKING:**

Pack suitable per shipping container. Pack carefully to insure that the product is not damaged in transit.

**DISTRIBUTION:**

Deliver 11,000 copies(include 80 Blue Label copies)to: USPTO, OCS/PPSB, 551 John Carlyle Street, Room 1A21, Alexandria, Va 22314.Phone Calvin Holloway, 571-272-6251. **INSIDE ROOM DELIVERY IS REQUIRED.**

Deliver 1 sample to: US GPO, 732 North Capitol Street, NW, STOP CSAPS,Room 834C, Washington,DC 20401.

ATTN: Ken De Thomasis.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Electronic File/Approved Proofs
P-10. Process Color Match	Electronic File/Approved Proofs

**QUALITY ASSURANCE RANDOM COPIES:** The contractor will be required to complete a certificate furnished by GPO certifying that the copies were selected as directed. Business Reply Mail labels will be furnished for mailing the copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, and Purchase Order Numbers, must be furnished with billing as evidence of mailing.